



SOUTHERN TEACHERS AGENCY

... when only the best will do!

**Associate Director of Admissions
Blue Ridge School
St. George, Virginia**

www.blueridgeschool.com

Southern Teachers Agency is assisting Blue Ridge School in the search for their next Associate Director of Admissions. Blue Ridge School is an all-boys, college preparatory boarding school serving grades nine through twelve. Blue Ridge serves young men who respond well to small classes, a structured environment, close faculty support, and a strong sense of community. The campus, which comprises nearly 800 acres, lies at the foot of the Blue Ridge Mountains near Charlottesville, home of the University of Virginia. The Blue Ridge School community believes, understands, and respects that all boys are different; they grow at different rates, have different interests, learn differently, and walk different paths. Faculty members know how to relate to boys and teach them to reach their potential, their goals, and their best by focusing on individual needs, building success, self-confidence, and independence. The results are boys who are independent thinkers, creative problem-solvers, and are self-directed and self-reliant individuals.

Blue Ridge School seeks an energetic, articulate team member to complete the Enrollment and Marketing Team. The Associate Director of Admission has overall responsibility for, and plays an active part in, the recruitment of mission-appropriate students for Blue Ridge School. As such, he or she directly manages the recruitment process from inquiry to enrolled, assists in retention planning, and directly manages the financial aid effort. A combination of outstanding educational and/or professional experiences is required for success in this competitive, outcomes-driven effort. The chosen candidate will be joining a strong, experienced external affairs team and will gain experience in a successful, highly-charged, sales, marketing, and customer-relationship environment. The Associate Director reports to the Assistant Headmaster for Enrollment.

The most successful candidates will appreciate the special nature, focus, and mission of Blue Ridge School and have the willingness and ability to participate and succeed in a focused, outcomes-based approach to meeting team and individual goals. Candidates should have three years' experience in an office of admission and financial aid at the secondary, undergraduate, or graduate level. Experience in customer service or marketing environments as well as with database or CRM information systems is a plus.

Interested applicants should submit by email an [STA application](#), current resume, list of references, and educational philosophy to

Mr. Jamie Estes
Estes@SouthernTeachers.com

This position begins in July of 2012.